



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



JAMES V. PERDUE
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Accounting Assistant II

NUMBER: 16-19

JOB CODE: K2000

DATE: 6/24/16

SALARY RANGE: 67 (\$30,724.80 - \$46,615.20)

PCQ#: 8813326

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, Alabama 36130-1410

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school, plus responsible clerical accounting experience (24 months or more).

KIND OF WORK: This is responsible accounting clerical work processing contracts, contract modifications, and payments in the State of Alabama Accounting and Resource System (STAARS). Work involves providing auditors of the department's sub-recipients with information as requested; reconciling contract records; posting contracts, grants, and payment information and reviewing for accuracy; and maintaining electronic report files and mail to community providers.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Applicant must have knowledge of accounting principles. Knowledge of billing practices and generating payment vouchers. Knowledge of computer programs and various software. Ability to operate general office equipment; Ability to reconcile purchase requisitions, and ability to prepare, create, and disseminate data. Applicant must have the ability to work under pressure and meet strict deadlines. Ability to multi-task functions; Ability to make arithmetic calculations with reasonable speed and accuracy. Ability to establish priorities and coordinate work activities of others. Must be able to communicate effectively electronically, orally and in writing.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: July 8, 2016